REPORT OF BOURSE CHAIRMAN

To assist future Bourse Chairmen of the American Numismatic Association's conventions, it is suggested that the following things be done:

1. Bourse chairman should receive a copy of the bourse application, showing the names of all people who will be in back of the bourse table, any special physical requests for special space and any other pertinent information.

2. Special arrangements should be made with the hotel to insure that the bourse area will be clean and kept clean during the convention. Drinking fountains should be in working order, esculators should be in fool-proof condition and public rest rooms should be kept clean. Hotel management should be told of the security problems and insure that hotel employees respect this security. Keys to the bourse room should be made available to the security people.

3. A telephone for the use of the Bourse Chairman should be made available a day before the convention opens. During the convention it should be available for calls only by the Bourse Committee.

4. Bourse tables will be assigned at random.

5. The P.N.G. should hold their bourse in another room separate from the A.N.A. bourse. Their presence in the A.N.A. bourse room slows the preparation of the Bourse Room. It causes too much work for the local committee.

6. The time when the bourse room is open should be uniform; say from 10:00 am until 10:00 pm each day except for Saturday. The Bourse should stay open as announced in the publicity.

7. All the bourse dealers and the supply dealers and the publications should be placed in the same room. This should eliminate most of your complaints.

8. Once the tables have been assigned, absolutely no changes will be made.

9. Do not set out the display cases until the bourse dealer is ready to set up his table. You will have better control of the cases and will prevent the dealers from loaning them to other dealers.

10. Do not give any Bourse ribbons to anyone except bourse dealers, their assistants and the bourse committee. Other convention committeemen should have distinctive ribbons to gain access to the bourse room.

11. It is felt that bourse tables should be placed against the walls of the room and this will insure better crowd flow through the middle of the room.

12. One problem was the late arrival of the dealers in the morning. The Bourse room was not opened until a good number of the dealers were present. If this continues, the Bourse should be opened at a later hour; say 11:00 am or even 12:00 noon.

13. The security people in the Bourse should be fully informed of their duties and what is required. The hotel people should not breach the security at any time.

Francis E Jones